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UNCLAS AMMAN 000939

SIPDIS

DEPARTMENT FOR STATE NEA/SA/EX BARBARA MCCARTHY
FSI/SPAS/OMT- JOHNSON
ECA/A/L/W KERR/JENSON

E.O. 12958: N/A

TAGS: [OEXC](#) [SCUL](#) [JO](#)

SUBJECT: NOMINATING REGIONAL ENGLISH LANGUAGE OFFICE
(RELO) ADMIN ASSISTANT SALWA RIHANI FOR OFFICE
MANAGEMENT TRAINING OMT PILOT COURSE -- FSN OFFCIE
COMMUNICATION: WRITTEN AND ORAL, APRIL 14-25, 2003

REF: FSINFATC 00199

1. AMMAN-BASED REGIONAL ENGLISH LANGUAGE OFFICE - PA
NOMINATES MS. SALWA RIHANI, RELO ADMIN ASSISTANT FOR
SUBJECT WORKSHOP.
2. ANSWERS TO INFORMATION REQUESTED IN PARA 5 AND 6
PER REFTEL IS AS FOLLOWS:
 - LAST NAME, FIRST NAME: RIHANI, SALWA
 - POST AND OFFICE: AMMAN/PA/RELO
 - JOB TITLE: ADMIN ASSISTANT, GRADE 7/8 SINCE
FEBRUARY 1998, EMPLOYMENT DATE: 10/2/1994
 - E-MAIL: SRIHANI@PD.STATE.GOV
 - CONTACT NUMBERS: TEL: (962-6)592-0101 EXT. 2514;
FAX 592-0023
 - LEVEL OF ENGLISH: 3/3
 - BRIEF DESCRIPTION OF TASK AND RESPONSIBILITIES:
SERVES AS THE PRIMARY FSN ASSISTANT TO THE REGIONAL
ENGLISH LANGUAGE OFFICER BASED IN AMMAN WITH
RESPONSIBILITY TO EXECUTE THE ADMINISTRATIVE AND
PROGRAM MANAGEMENT FUNCTIONS OF THE REGIONAL ENGLISH
LANGUAGE OFFICE WHICH, OPERATES UNDER BROADLY
DECENTRALIZED CONDITIONS FROM PUBLIC AFFAIRS SECTION,
AND WHICH HAS A DIVERSE SPECTRUM OF COUNTRY PROGRAM
ACTIVITIES IN THE NEAR EAST REGION; RESPONSIBLE FOR AND
SERVES AS THE PRIMARY FSN ADMINISTRATIVE AND PROGRAM
ASSISTANT TO THE RELO. THIS INCLUDES: MAKING TRAVEL
ARRANGEMENTS, PREPARING SEMINAR PROGRAM MATERIAL,
KEEPING PROGRAM STATISTICS AND AUDIENCE PROFILE, AND
FOLLOWING UP ON REQUESTS FOR MATERIALS OR INFORMATION
FROM RELO CONTACTS AS A RESULT OF THESE PROGRAMS;
ADMINISTER RELO BUDGET WHICH INCLUDES PROPERTY
MANAGEMENT, PROCUREMENT, GRANTS AND TRAVEL; AND
PERFORMS STANDARD DAILY ADMINISTRATIVE DUTIES TO ENSURE
EFFICIENT DAILY OPERATION OF THE RELO OFFICE.
 - PREVIOUS TRAINING COURSES: BASIC ADMIN COURSE,
VIENNA, MARCH 1998.
 - JUSTIFICATION: WE BELIEVE THAT MS. RIHANI WOULD
BENEFIT GREATLY FROM THIS OMT PILOT COURSE ALTHOUGH MS.
RIHANI'S ENGLISH COMMUNICATIONS ABILITIES ARE
COMMENDABLE THERE IS ALWAYS ROOM FOR IMPROVEMENT WITH
NON-NATIVE SPEAKERS OF ENGLISH. SEEING AS MS. RIHANI
HANDLES A TREMENDOUS AMOUNT OF WRITTEN DOCUMENTS, SHE
WILL FIND THIS WORKSHOP A GOOD CHANNEL BY WHICH TO
ENHANCE HER WRITTEN ABILITIES.
3. PLEASE ADVISE ACCEPTANCE.

BERRY